

**A RESOLUTION
BY CITY UTILITIES COMMITTEE**

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO ARCADIS/BINDLEY, PIETERS & ASSOCIATES, JOINT VENTURE, FOR FC-4906A, CITY-WIDE ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR WATER FACILITY LOCATING SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE MILLION FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,400,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER RENEWAL & EXTENSION FUND) 170408 (DWM DRINKING WATER ENGINEERING SERVICE) 5212001 (CONSULTING/PROFESSIONAL SERVICES) 4440000 (DISTRIBUTION); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") Department of Watershed Management ("Department") did enter into FC-4906A, Annual Contract for Architectural and Engineering Services; and

WHEREAS, the Department requires professional consulting services which includes customary sanitary, civil, mechanical, electrical, architectural, control instrumentation, geotechnical and structural engineering; easement and real estate acquisition services, contract administration, inspection services, and incidentals; and the ability to respond to Notices of Excavation (NOEs) issued by the Utilities Protection Center (UPC) by identifying and/or marking locations of the City of Atlanta Department of Watershed Management Drinking Water service related underground facilities; and

WHEREAS, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer have recommended the issuance of a Task Order for Architectural and Engineering Services performed by Arcadis/Bindley, Pieters & Associates for Water Facility Locating Services in an amount not to exceed One Million Four Hundred Thousand Dollars and No Cents (\$1,400,000.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor or his designee is authorized to issue a Task Order to Arcadis/Bindley, Pieters & Associates, Joint Venture ("Arcadis/BPA") for FC-4906A, for Architectural and Engineering Services for Water Facility Locating Services in an amount not to exceed One Million Four Hundred Thousand Dollars and No Cents (\$1,400,000.00).

BE IT FINALLY RESOLVED, that all contracted work will be charged to and paid from Fund Department Organization and Account Number 5052 (Water & Wastewater Renewal & Extension Fund) 170408 (DWM Drinking Water Engineering Service) 5212001 (Consulting/Professional Services) 4440000 (Distribution).



Task Order Template – End Result Project

Agreement Number: **FC-4906A Architectural Engineering and Design Services ("Agreement")**

Task Order Number: **3**

Task Order Maximum Payment Amount: **\$1,400,000**

The above referenced Task Order is made and entered into by and between the City of Atlanta ("CITY"), pursuant to the Agreement;

AND

ARCADIS/BPA, a Joint Venture ("CONSULTANT").

This Task Order is made a part of the Agreement between the City and the Consultant, together with all attached exhibits made a part of this Task Order.

The period of performance/delivery date for this Task Order begins as of the Commencement Date, (upon receipt of a Notice to Proceed) and shall be completed by a Completion Date of January 31, 2011, unless a written modification to this Task Order is made by the City.

Task Order Services to be Provided: Consultant shall perform all work related to this task order in accordance with the scope of services, specifications, and the Consultant's proposal attached and incorporated as Exhibit A, Scope of Services, dated February 16, 2010. The purpose of the water utility locating services is to provide a means for the City of Atlanta Department of Watershed Management (DWM) to respond to Notices of Excavation (NOEs) issued by the Utilities Protection Center (UPC) to identify and/or mark the locations of City of Atlanta DWM domestic water service-related underground facilities.

Task Order Milestones: None. The work is providing ongoing water utility locate services.

Additional Task Order Provisions: None.

Key Task Order Personnel: Services Coordinator – **John Dean, PE**, Project Manager – **Roman Gau, PE**, Other Key Personnel – **Bushan Sawhney, PE**

Staffing Proposal: See Scope of Services

Agreement Number: FC-4906 Architectural Engineering and Design Services
 Task Order Number: 3
 Task Order Consultant: ARCADIS/BPA, a Joint Venture

Page 2

Task Order Template – End Result Project

City Project Contact Information:

Jerri Russell, PE
 Department of Watershed Management
 236 Forsyth Street
 5th Floor
 Atlanta, GA 30303
 Phone: 404-589-2722
 Fax: 404-658-1160
 E-Mail: jrussell@atlantaga.gov

Consultant Project Contact Information:

John Dean
 ARCADIS/BPA, a Joint Venture
 2849 Paces Ferry Road
 Suite 400
 Atlanta, GA 30339
 Phone: 770-384-6521
 Fax: 770-435-2666
 E-Mail: john.dean@arcadis-us.com

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Labor Category	Home Office Rate	Estimated Home Office Hours per Category	Field Office Rate	Estimated Field Office Hours per Category	Total Estimated Fee per Category
Project Manager 2	\$156.00	392	\$133.00		\$61,152
CAD Technician 4	\$93.00		\$80.00	2,010	\$160,800
CAD Technician 3	\$80.00		\$68.00	13,080	\$889,440
Administrative Assistant, Sr.	\$80.00	464	\$68.00		\$37,120
Administrative Assistant	\$60.00		\$50.00	1,910	\$95,500
Task Order Labor Totals					\$1,244,012
Reimbursable					
Copies					\$600
Printing					\$400
FedEx/Mail					\$300
Miscellaneous					\$400
Mileage					\$69,253
Portable Phones					\$7,200
Traffic Control Allowance					\$850
Staff Training Allowance					\$9,000
Equipment/Supplies					\$67,985
Total Reimbursable					\$155,988
TOTAL LABOR AND REIMBURSABLE					\$1,400,000

Agreement Number: FC-4906 Architectural Engineering and Design Services
Task Order Number: 3
Task Order Consultant: ARCADIS/BPA, a Joint Venture

Page 3

Task Order Template – End Result Project

Task Order Terms for Expenses: Reimbursed at Cost

Maximum Allowable Compensation: **\$1,400,000**

Estimated MBE/WBE Summary:

MBE/WBE Firms Utilized in Task Order: **Brindley Pieters and Associates, Inc. (BPA)**

Estimated MBE Percentage: **40%** Amount: **\$497,605**

Estimated WBE Percentage: **0%** Amount: **\$0**

Total Estimated MBE/WBE Percentage: **40%** Amount: **\$497,605**

Task Order Billing and Payment Terms: Attached and incorporated as Exhibit B

City Invoicing Contact Information:
Jerri Russell, PE
Department of Watershed Management
236 Forsyth Street
5th Floor
Atlanta, GA 30303
Phone: 404-589-2722
Fax: 404-658-1160
E-Mail: jrussell@atlantaga.gov

Consultant Invoicing Contact Information:
Roman Gau, PE
ARCADIS/BPA, a Joint Venture
2849 Paces Ferry Road
Suite 400
Atlanta, GA 30339
Phone: 770-384-6508
Fax: 770-435-2666
E-Mail: roman.gau@arcadis-us.com

Authorized Representatives and Signatures:

City of Atlanta Representative: **Christopher Hebbard, PE** Signature: 

Consultant Representative: **John Dean, PE**

Signature: 

Attachments: Scope of Services (Exhibit A)
Task Order Billing and Payment Terms (Exhibit B)



EXHIBIT A SCOPE OF SERVICES

Page 4

Project Understanding

The purpose of the proposed water utility locating services is to provide a means for the City of Atlanta DWM to respond to NOEs issued by the UPC to identify and/or mark the locations of City of Atlanta DWM domestic water service-related underground facilities. This proposal does not include sanitary sewer- or storm sewer-related underground facilities.

When we began this work approximately three years ago, the City of Atlanta DWM's intent was to expand its expertise and involvement in the ongoing process of locating underground domestic water service-related facilities so that resources, records, and underground location skills could continue to be accessible and available to DWM and the cost-effectiveness of its utility locate operations could be maximized. Currently, ticket demand is met by six ARCADIS/BPA, Joint Venture (JV) locators and three DWM locators, with ticket and staff management provided by the JV with a part-time DWM project manager monitoring the operation.

The City has requested that the JV provide recommendations for changes to improve the City's utility locate operations. Should the City desire to increase the number of City staff utilized in the field locate or base operations, JV staff will train the additional workers as described herein and will subsequently incorporate City staff into the field locate operation.

Project Approach and Scope of Services

We propose to continue the six-phase approach currently being utilized to perform the utility locating services:

Task 1 – Project Management, Oversight, Equipment Acquisition, Storage, Maintenance, and Distribution

Task 2 – Base Operations

Task 3 – Water Utility Locate Services

Task 4 – Special Assignments:

- After-Hours Emergency Callouts
- Investigations
- Testimonials

Task 5 – Traffic Control

Task 6 – Expanded Staff Training



EXHIBIT A SCOPE OF SERVICES

Page 5

The following describes our approach and scope for performing the work.

Task 1 – Project Management, Oversight, Equipment Acquisition, Storage, Maintenance, and Distribution

This task includes the project management and oversight required to maintain efficient, quality operations. These responsibilities include purchasing and maintaining computers, associated software, and field locate equipment; purchasing miscellaneous supplies; implementing computer network IT support; providing independent operational quality assurance and quality control; performing overall operations oversight such as general project management, attending project meetings, troubleshooting the TicketRx ticket recording program, and developing, programming, and auditing ticket data and record management procedures; assembling final ticket records and documentation used for invoicing; obtaining overtime approvals; project-related City of Atlanta contract compliance reporting; and other tasks as required to manage and oversee the work outlined in this proposal in accordance with the requirements outlined in this proposal and the JV contract.

Equipment and supplies anticipated to be purchased to perform this work are outlined in Tables A1 and A2, City of Atlanta Utility Locate Services. Please note that all equipment and supplies will be invoiced at cost and that expendable supplies, the monthly fees associated with the ongoing use of wireless cards, and the \$800.00 to \$850.00 per user fees for the TicketRx software are included in this task. (TicketRx is the software currently being used to manage the NOE ticket system.)

In addition, maintenance of both new and existing computer systems, software, and locate equipment is included in this task. Computers used in the field tend to last about three years to four years; therefore, maintenance and/or replacement cost is anticipated. Generally, maintenance of computers is possible through our IT support, and the maintenance of locate equipment is outsourced as a pass-through expense.

Operation quality assurance and quality control in this task involve periodic independent verifications of field locates performed by both JV and DWM project locate staff by an experienced JV utility locator that is not intimately involved in the project. Quality assurance and quality control also involve periodic audits of ticket processing and record-keeping, operational procedures, ticket production rates, level of and response time to emergency tickets, general response time to ticket requests, etc. Field quality control findings will be documented and reported to DWM project management.

Project management, oversight, purchasing, computer network IT support and maintenance, and operations quality assurance and quality control will be performed by personnel from the JV's Vinings office and the 229 Peachtree Street office. Miscellaneous direct expenses and local mileage for these functions will be invoiced at cost.



EXHIBIT A SCOPE OF SERVICES

Page 6

Task 2 – Base Operations

Base operations include services provided by two JV staff members, the utility locate site supervisor, and the utility ticket administrator. Base operation administrative services include screening NOEs, assigning and scheduling work to be performed by water main utility locators, performing quality NOE closeout, record keeping, providing field supervision, scheduling general utility locate staff, and overseeing biweekly meetings with both City and JV crew members and monthly meetings with the DWM project manager and other appropriate management staff to report project progress and productivity and to discuss and resolve project coordination issues.

The JV site supervisor will report directly to the JV project manager and will be directly responsible for ensuring that JV and DWM staff are adequately trained in accurately using field locate equipment, are properly locating utilities, and are properly reporting on tickets worked. The JV site supervisor will also assign and adjust work zones; address field staff issues; assess workload and adjust utility locate staff ticket loads when necessary; assist water utility field locate staff when the workload is above acceptable levels; assess when overtime is required; and request overtime approval by the project manager when ticket loads require non-emergency after-hour locates.

The utility locate site supervisor will perform as a backup utility locator on an as-needed basis during staff vacations and when workload and schedule dictate and/or schedule a substitute JV utility locator to assist the assigned project team on an as-needed basis. Additional responsibilities will include picking up and delivering field supplies to utility locators, coordinating with the DWM-assigned project manager, scheduling and running project-related coordination and field safety meetings, spot-checking to verify that tickets are being screened accurately, reviewing and verifying that invoicing ticket records are accurate, performing other typical staff supervisory responsibilities, and implementing weekly computer record backups. The backup process for the electronic computer files utilizes a Seagate external hard drive, which has adequate storage space to back up the two desktop PCs that are utilized for base operations. The hard drive will be taken off site to ensure that a copy of the data is in an alternate location from the primary source.

The JV utility ticket administrator will report directly to the JV site supervisor and will be responsible for receiving all tickets issued by the UPC, screening tickets that do not require action by a utility locator, reviewing ticket information to confirm that addresses and locations are correct, and assigning tickets requiring action by a field utility locator to the correct zone (area in DWM jurisdiction assigned to a locator). Other responsibilities will include receiving and addressing all phone calls associated with the operation; communicating ticket information and directing phone calls to appropriate project staff; assembling records; documenting that tickets are acted upon and closed in the field; preparing and/or filing project reports, meeting minutes, correspondence, etc.; and performing other various office administrative duties.



EXHIBIT A SCOPE OF SERVICES

Page 7

Base operation services will be performed by JV staff located at the City of Atlanta DWM's 236 Forsyth Street facility (or in the field as appropriate). This staff will include the utility locate supervisor and the NOE/data clearance administrator.

Enclosed is documentation (Table B, Base Operation Average Weekly Tickets) that outlines the number of base operation tickets invoiced between March 2009 and November 2009. An average ticket volume of 1,510 tickets per week was used as the basis for determining the total estimated cost for the base operations outlined in this proposal. This service will be invoiced on a per-ticket unit cost based on the actual number of NOEs issued to the City of Atlanta by the UPC.

Task 3 – Water Utility Locate Services

Water utility locate services will be performed by a team of JV and DWM staff consisting of six one-person JV utility locate crews and three one-person DWM utility locate crews. This approach strongly supports the team approach requested by the City to involve DWM staff in the utility locate process.

Utility locate crews will perform the utility locate work in accordance with the enclosed specifications dated January 26, 2006, subject to the modifications presented in this proposal (Table C, Exceptions to the January 26, 2006 Specifications for Facility Locating Services for City of Atlanta Department of Watershed Management). In general, the modifications identify that City staff will be performing a portion of the work, clarify City of Atlanta utility locate crew responsibilities, and state that this proposal does not include locating sanitary sewer- or storm sewer-related underground facilities.

Each JV crew member is equipped with a cell phone and a vehicle provided by the JV. Vehicle operation and maintenance expenses are the responsibility of the JV. DWM crews are likewise equipped with a cell phone and a vehicle (including vehicle expenses) provided by the City of Atlanta. Special locate equipment, a laptop computer, software, support equipment, monthly wireless subscriptions, and expendables such as paint, markers, batteries, miscellaneous tools, etc. are supplied for both DWM and JV crews under Task 1.

The City of Atlanta DWM facility located at 236 Forsyth Street will continue to serve as the central operations base for DWM water utility locates field staff.

Between March 2009 and July 2009, the actual average ticket volume mobilized and invoiced by JV staff was 915 tickets per week (Table D, Utility Locate Technician Average Weekly Tickets). To ensure an adequate budget for the next 12 months, an average ticket volume of 1,000 tickets per week was used as the basis for determining the total cost for water utility locate services outlined in this proposal. This service will be invoiced on a per-ticket unit cost based on the actual number of tickets responded to in accordance with the enclosed DWM specifications.

Recently, the UPC implemented revised procedures for addressing large projects, significantly reducing the number of tickets issued by the UPC for these large projects. The JV will notify DWM when there is an agreement to implement large projects and will email a copy of the



EXHIBIT A SCOPE OF SERVICES

Page 8

signed large-project agreement. The JV will then assign a utility locator to each large project to perform contractor-scheduled utility locates. Each large project will be invoiced at \$85.00/day starting from the time the contractor requires the utility locator services in the field and continuing each work day until the contractor no longer needs field utility locate services. The JV will notify DWM via email and will not invoice during significant periods of inactivity (more than two weeks) when the contractor does not need or schedule utility locate services.

Task 4 – Special Assignments: After-Hours Emergency Callouts, Investigations, and Testimonials

This task includes special assignments requested by the City, after-hours emergency callouts, standby requests, investigations, and testimonials. After-hours emergency callouts will be billed at \$110.00/ticket, and special assignments, investigations, and testimonials will be billed on an hourly basis of \$75.00. After-hours emergency callouts are defined as emergency tickets posted by the UPC, located and synced before 7:00 a.m. and after 5:00 p.m. Monday through Friday, or at any time on Saturdays, Sundays, or holidays. Testimonials are defined as professional opinions given at the request of the City. The City of Atlanta DWM must approve all Task 4 work except emergency callouts.

Task 5 – Traffic Control

This proposal is based on utility locate technicians using the traffic control system set up and provided by the contractors requesting the utility locates. There are instances, however, when field locate operations may be required to address traffic control when the contractor's traffic control system is not available or when work is being performed on busy Georgia Department of Transportation (DOT) routes.

Georgia DOT traffic control specifications require a traffic control permit, extensive lane closure signage, and specific procedures for work being performed on major routes. Typically, the JV practice has been to engage a subcontractor to obtain the Georgia DOT traffic control permit, set up and take down the required signage and lane closure barricades in accordance with Georgia DOT specifications, and manage the rerouting of traffic. A cost allowance of \$850.00 for a traffic control subconsultant is included in this task. This procedure will be implemented only when specifically requested by DWM.

Depending on conditions and traffic volumes, an extra traffic control person and/or a flag person may be required for temporary lane closures. If an additional person is required to assist the JV field supervisor with traffic control and/or if a JV utility locate technician is required to be displaced temporarily from another zone, the cost for the extra person will be reimbursed in accordance with the fee schedule in the JV contract.

Task 6 – Expanded Staff Training

As noted above, it is DWM's desire to increase the number of DWM staff performing utility locate duties. At such time that the City desires to increase the number of DWM staff during the



EXHIBIT A SCOPE OF SERVICES

Page 9

period of this task order, the JV will provide the initial training for the new staff member(s) and will provide the ongoing training and supervision necessary to ensure that DWM staff perform utility locate services in accordance with the requirements of this contract.

If training for staff associated with base operations is desired, the JV will propose a training plan subsequent to the City's request. The costs for implementing the plan will be agreed upon at that time and billed accordingly. Should City staff take over the staffing of base operations or a portion thereof, the associated ticket price will be renegotiated at that time. If training for utility locate technicians is desired, the approach for training will be as described below.

Initial training will start with one-on-one introductory discussions and presentations by the base operation site supervisor covering general utility locate procedures, utility locate equipment types and their use, and utility locate computer programs and their use in reporting progress and closing tickets. The introduction will be followed by riding with an experienced utility locator for a minimum of two weeks to focus on and observe the actual use of the utility locate equipment and to practice duplicating water main locates under the guidance of the experienced utility locator. Depending on workload, this equipment training will be either on a City of Atlanta project or a similar ARCADIS U.S., Inc. (ARCADIS) project. This exercise will be followed with a minimum of four hours of classroom training on the use of the TicketRx software specific to the City of Atlanta project and two weeks of training with an experienced JV utility locate technician in the field with each type of locate equipment performing actual City of Atlanta locates using live software. Actual work will be completed in a relaxed learning environment without the pressures of a performance schedule. During the initial training period, the trainee will be expected to attend at least one outside training seminar to learn UPC code procedures and enforcement requirements.

Following initial training, the City utility locate technician will be assigned to work with an experienced City of Atlanta utility locate technician as an on-the-job team member participating in actual utility locating and the associated documentation within an assigned zone. This training phase could last up to three months depending on how quickly the trainee can perform and correctly document quality locates. The base operation supervisor will periodically assess the trainee's progress, recommend specific additional training, and determine and recommend when the trainee is ready for an independent production assignment.

Training provided by the JV base operation supervisor, on-the-job training by assigned JV utility locate technicians, and training involving observations of working crews will be at no additional cost to the City. Classroom training and all hands-on training involving assigned JV staff will be invoiced at contract rates plus any required direct cost. Initial training involving more than two City staff at one time may require additional assigned JV staff invoiced at contract rates. Additional JV vehicles and locate equipment used for training will be invoiced at standard mileage and/or equipment rental rates. Outsourced project-related consultants or online training seminars for locators such as flagger training, utility protective service procedural training, etc. are included in this task and will be invoiced at cost. The JV will make the City aware of upcoming anticipated costs (e.g., an additional vehicle, training seminar, etc.) prior to incurring such costs. An allowance of \$9,000.00 is included to cover any City-approved staff training.



EXHIBIT A SCOPE OF SERVICES

Page 10

Deliverables

1. A hard copy of response data included with each invoice of all NOEs issued by the UPC and assigned to utility locate technicians to mobilize, identify, and/or mark the locations of City of Atlanta DWM domestic water service-related underground facilities in accordance with this task order.
2. Scheduling of all utility locate work in a manner that is cost-effective for the City while meeting all locating requirements.
3. Oversight of both City and JV utility locate work with respect to quality.
4. Oversight of utility locate work with respect to cost-effectiveness.
5. An operating standalone facility locate computer network consisting of two Internet-ready workstations, a printer, and associated software and data located at the City of Atlanta DWM's 236 Forsyth Street facility.
6. Eleven existing Internet-ready, web-based laptop computers (10 configured for use by field utility locators and one spare laptop computer).
7. Ten existing sets of field locate equipment, including miscellaneous tools, supplies, etc., as required for a utility locate technician to perform water structure locate responsibilities and one spare set of field locate equipment.
8. A compact disc containing yearly NOE closeout records in accordance with specification Section II, Item 2.06.
9. Any additional computers, software, and locate equipment purchased during the execution of this work order.

Project Team

JV staff consisting of personnel from both ARCADIS and Brindley Pieters & Associates will team with City of Atlanta DWM staff in accordance with the responsibilities outlined below:

ARCADIS will provide project management, training support, utility locate crew supervision, and three crew members. Roman Gau, the current project manager, will continue to oversee the project. Andrea Davis, an experienced utility locate supervisor/manager, and Bhushan Sawhney, an experienced Brindley Pieters & Associates supervisor/manager, will oversee quality assurance and quality control and will function as technical resources relative to the water service infrastructure and locating of water mains and structures for the entire water main utility operation for the duration of the program.



EXHIBIT A SCOPE OF SERVICES

Page 11

Brindley Pieters & Associates will provide oversight management, an NOE/data clearance administrator, and three crew members.

The City of Atlanta DWM will provide a City of Atlanta single-source contact (City project manager) and three crew members.

Staff adjustments and/or overtime will be made as required to accommodate ticket volumes and schedule.

Schedule

The JV has prepared this proposal based on performing ongoing work through January 2011. Should approved funding remain at the conclusion of January 2011, the JV will continue to provide the services described herein at the fees described herein at the City's request. Should the volume of work exceed the estimates extrapolated from the volumes incurred during the months through January 2011, the contract value will have to be increased or the term shortened.

Fee

The JV proposes to complete the work described in this proposal in accordance with the following:

Task 1 – Project Management, Oversight, and Equipment Acquisition, Storage, Maintenance, and Distribution

- I. Hourly services will be reimbursed in accordance with the fee schedule in the JV contract.
- II. Materials, equipment, equipment repair costs, subcontract services, and direct expenses will be reimbursed at cost.

Task 2 – Base Operations

Price per ticket issued by UPC.....\$4

Task 3 – Water Utility Locate Services

- I. Price per locate – ticket.....\$17
Normal hours = 7:00 a.m. – 5:00 p.m.
Monday through Friday



EXHIBIT A **SCOPE OF SERVICES**

Page 12

- II. Price per locate – ticket.....\$22
 After hours = 5:01 p.m. – 6:59 a.m.
 Monday through Friday, weekends, and holidays

- III. Large-project utility locate services (each).....\$85/day

Task 4 – Special Assignments: After-Hours Emergency Callouts, Investigations, and Testimonials

- I. Special assignments, standby requests, hourly locates, investigations, and testimonials \$75/hour
- II. After-hours emergency callouts.....\$110.00/ticket
 After hours = 5:01 p.m. – 6:59 a.m.
 Monday through Friday, weekends, and holidays

Task 5 – Traffic Control

Allowance\$850

Task 6 – Expanded Staff Training

Allowance\$9,000

Estimated required budget:

Task 1	Labor	\$98,272
	Direct Expense	\$2,968
	Equipment	\$67,985
	Total	\$169,225
Task 2	Base Operations	\$302,000
Task 3	Water Utility Locates	\$841,925
Task 4	Special Assignments	\$77,000
Task 5	Traffic Control	\$850
Task 6	Staff Training	\$9,000
	Total	\$1,400,000



EXHIBIT A **SCOPE OF SERVICES**

Table A1
Page 13
Cost Analysis by Labor Rates

LABOR COSTS

Task	Description	Category					Task Hours	Task Cost
		Project Manager 3	Administrative Assistant, Sr.	Supervisor	Crew Chief	Administrative Assistant		
1	Project manager	392					392	\$ 61,152
1	Administrative assistant, senior		464				464	\$ 37,120
2	1 base operation administrative assistant at 1,910 hours/year							
2	1 base operation supervisor at 1,910 hours/year + 100 hours of overtime					1,910	1,910	\$ 95,500
3	6 crew members at 1,910 hours/year			2,010			2,010	\$ 160,860
3	6 crew members at an average of 270 hours of overtime/year				11,460		11,460	\$ 779,280
					1,620		1,620	\$ 110,160
					13,080		13,080	\$ 1,244,012
	TOTAL HOURS	392	464	2,010		1,910	17,856	
	RATE	\$ 156.00	\$ 80.00	\$ 80.00	\$ 68.00	\$ 50.00		
	TOTAL COST	\$ 61,152	\$ 37,120	\$ 160,800	\$ 889,440	\$ 95,500	\$ 1,244,012	\$ 1,244,012

Note: Labor rates are Contract rates for New Contract # FC-4906-A

DIRECT EXPENSES

Task	Description	Cost
Task 1	Copies	\$ 600
Task 1	FedEx/Mail	\$ 300
Task 1	Miscellaneous	\$ 400
Task 1	Printing	\$ 400
Task 3	Mileage - 7 trucks, 17,900 miles/year + 615 miscellaneous miles at \$.55	\$ 69,253
Task 3	Portable Field Phones - 6 phones x 12 months = 72 phone months	\$ 7,200
Task 5	Traffic Control Allowance	\$ 850
Task 6	Staff Training Allowance	\$ 9,000
	TOTAL TASK 1 EQUIPMENT COSTS	\$ 88,003

Labor at Cost \$ 1,244,012
 Direct Expenses (Task 1) \$ 88,003
 Equipment Cost (Task 1) \$ 67,985
TOTAL \$ 1,400,000

EQUIPMENT COSTS (TASK 1)

Item	Cost
Task 1 Equipment/Supplies	\$ 67,985
TOTAL TASK 1 EQUIPMENT COSTS	\$ 67,985



EXHIBIT A SCOPE OF SERVICES

Table A2
Page 14

Cost Analysis by Ticket Price

ESTIMATED COSTS

Task	Description	Category						Task Hours/Units	Task Cost
		Allowance	Project Manager 3	Administrative Assistant, Sr.	After-Hour Emg. Tickets	Base Operation Tickets	Large Tickets	Locate Tickets	
1	Task 1 - Project Management/Procurement		382	484					
2	Task 2 - Base Operations (1,510/week x 50 weeks)					75,500			\$ 98,272
3	Task 3 - Water Utility Locates (\$15/week x 50 weeks)								\$ 302,000
3	Task 3 - Water Utility Locates - Large Projects \$85/day x 755 days						755	45,750	\$ 777,750
4	Task 4 - Special Assignments/After-Hours Emergency Calls (14 x 50 = 700 tickets)				700				\$ 64,175
5	Task 5 - Traffic Control	\$850	0						\$ 77,000
6	Task 6 - Staff Training	\$8,000	0						\$ 850
TOTAL HOURS		9,850	382	484	700	75,500			9,000
RATE		\$ 1.00	\$158.00	\$ 80.00	\$ 110.00	\$ 4.00			\$ 1,329,047
TOTAL COST		\$ 9,850	\$ 61,152	\$ 37,120	\$ 77,000	\$ 302,000	\$ 64,175	\$ 777,750	\$ 1,329,047

DIRECT EXPENSES (Task 1)

Expense	Amount	Rate	Cost
Mileage	2,305	\$ 0.55	\$ 1,267.75
Copies	4,000	\$ 0.15	\$ 600.00
Plotting	0	\$ 1.00	\$ -
Printing	400	\$ 1.00	\$ 400.00
FedEx/Mail	1	\$ 300.00	\$ 300.00
Misc.	1	\$ 400.00	\$ 400.00
TOTAL DIRECT EXPENSES			\$ 2,968

EQUIPMENT COST (Task 1)

Expense	Amount	Rate	Cost
EQUIPMENT/SUPPLIES COSTS	1	\$ 67,985.00	\$ 67,985.00
TOTAL EQUIPMENT/SUPPLIES COSTS			\$ 67,985

Labor \$ 1,329,047
Direct Expenses \$ 2,968
Equipment/Supplies \$ 67,985
TOTAL \$ 1,400,000

EXHIBIT A SCOPE OF SERVICES

Table B
Page 15
 Applies to Table A-1 and A-2

Equipment Costs

Item	Model	Cost	Qty.	Total Cost
Computer Equipment				
LAN switch included with server	Dell 2724GE	\$ -	0	\$ -
Engineer workstation computer	Dell OptiPlex GX620	\$ 2,587.00	0	\$ -
Server (Atl-GUI 1, Atl-GUI 2, Atl Database)	Dell PowerEdge - 2850	\$ 17,538.00	0	\$ -
Portable computers	Dell - Latitude D610	\$ 2,500.00	2	\$ 5,000.00
Monitors	Dell UltraSharp 1905FP	\$ 380.00	0	\$ -
Docks stations included with laptop	Dell - Latitude Port Replicator	\$ 200.00	0	\$ -
Software license	Windows Vista Licenses	\$ 225.00	0	\$ -
Software license	Microsoft Office 2007 Licenses	\$ 715.00	0	\$ -
				\$ -

Field Equipment/Maintenance/Supplies				
Locate equipment	Pipe Horn Model 800 HL	\$2,400	1	\$ 2,400.00
Locate equipment	RD 4000 Kit 7	\$4,900	1	\$ 4,900.00
Locate equipment	RD 4000 optional add on frequency	\$ 285.00	1	\$ 285.00
Safety kits for vehicles	Standard package	\$ 100.00	1	\$ 100.00
Storage rental	Public storage	\$225	12	\$ 2,700.00
Equipment maintenance allowance	Repair damaged equipment	\$ 5,000.00	1	\$ 5,000.00
Wireless subscription - 13 cards x 12 months = 156	Verizon	\$ 100.00	156	\$ 15,600.00
Software maintenance	TicketRx	\$ 250.00	12	\$ 3,000.00
Paint, batteries, misc. supplies	United Rentals/others	\$ 2,400.00	12	\$ 28,800.00
Misc. field tools for each vehicle	Hammers, pinch bars, brush knives, etc.	\$ 100.00	2	\$ 200.00
				\$ -
				\$ -
Software upgrades	Windows 2007	\$ 3,000.00	0	\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Equipment/Maintenance/Supplies Cost

\$ 67,985.00



**EXHIBIT A
SCOPE OF SERVICES**

Table B
Page 16
 Base Operation Average
 Weekly Tickets

Base Operation

Month	Actual	Weekly Average
March 2009	7,771	1,554
April 2009	6,199	1,550
May 2009	8,190	1,638
June 2009	7,091	1,773
July 2009	6,430	1,608
August 2009	6,513	1,688
September 2009	8,161	1,632
October 2009	6,555	1,639
November 2009	6,147	1,537
Use:	1,510 tickets per week for estimating budget	



EXHIBIT A SCOPE OF SERVICES

Table C

Page 17

Exceptions to the January 26,
2006 Specifications for Facility
Locating Services for City of
Atlanta Department of
Watershed Management

The following identifies the differences between the requirements outlined in the January 26, 2006 Specifications for Facility Locating Services for City of Atlanta Department of Watershed Management and the approach outlined in this proposal for locating the underground structures and facilities that are part of the City's water distribution system.

- 1.00 Revise to read "A LOCATE shall be defined as a Notice of Excavation received by the CONTRACTOR and responded to in the field for the purpose of clearing/identifying and/or marking the location of THE CITY OF ATLANTA underground facilities in the area of proposed excavation".
- 1.01 Except as specifically requested otherwise by the City, this contract is to address Notices of Excavation that come through the state's One-Call Center.
- 1.02 This contract does not include sanitary sewer- or storm sewer-related underground structures or facilities.
- 2.00 Except as specifically requested otherwise by the City, this contract is to address Notices of Excavation that come through the state's One-Call Center.
- 2.01 Under this contract, the Contractor will provide ARCADIS/BPA, JV personnel described in this proposal with the required vehicles, gas, vehicle maintenance, and cell phones for any contractor field utility locate staff.
- 2.01 Under this contract, the City will provide the City personnel described in this proposal with the required vehicles, gas, vehicle maintenance, and cell phones for any City field utilities locate staff.
- 2.01 Under this contract, the Contractor will purchase for the City all project computers, software, utility locate equipment, associated maintenance, and miscellaneous utility locate supplies such as paint, batteries, etc. for use by both the Contractor and the City utility locate staff.
- 2.03 In the first sentence, delete "from the city and".
- 4.00 The Contractor receives records of underground facilities' "copies of plat cards" from the web site that is maintained and updated by the City. Upon request of the Contractor and when available, the City shall provide drawings and/or maps of transmission water mains. Any materials that should be furnished by the City but are provided by the Contractor shall be billed to the City at cost with no markup.
- 5.03 Add item 5 – "Contractor failed to properly train and/or supervise City personnel".
- 5.05 Item 1. Revise to read "City facility not shown on City's facility maps/records could not be visually ascertained in the field, and the Contractor has properly used utility locate equipment and procedures".



**EXHIBIT A
SCOPE OF SERVICES**

Table C

Page 18

Exceptions to the January 26,
2006 Specifications for Facility
Locating Services for City of
Atlanta Department of
Watershed Management

- 5.05 Add item 4 – “The water utility was located by City personnel and City personnel have been properly trained and supervised by the Contractor”.
- 6.00 Second sentence, delete “any source including”. Add to the end of the paragraph “The Contractor will not bill the City for locates made by City personnel”.

Revise Section VII. PRICE SCHEDULE CITY to read:

- I. Price per Ticket – Notice of ExcavationPer Ticket
- II. Price per Ticket – LocatePer Ticket
Normal Hours: 7:00 a.m. – 5:00 p.m.
Monday through Friday
- III. Price per Ticket – LocatePer Ticket
After Hours: 5:01 p.m. – 6:59 a.m.
Monday through Friday, Saturdays, Sundays, and holidays
- IV. Hourly Field Responses (Callout).....Per Ticket
After Hours: 5:01 p.m. – 6:59 a.m.
Monday through Friday, Saturdays, Sundays, and holidays
- V. After-Hours and Weekend Emergency LocatePer Ticket
- VI. Standby Requests, Investigations, Testimonials,
Traffic Control and Training.....Per Hour
Price per After-Hours and Weekend Emergency Ticket-Locate
- VII.....Each Large Project Per Day

City must pre-approve all work done on an hourly basis.



**EXHIBIT A
SCOPE OF SERVICES**

**Table D
Page 19**

Utility Locate Technician
Average Weekly Tickets

**Water Utility Locate Services
ARCADIS/BPA, JV Staff
MOBILIZED**

Date	Actual
March 2009	4,036
April 2009	3,616
May 2009	4,363
June 2009	3,958
July 2009	3,252
Total:	19,225/21 (weeks) = 915
Average Tickets Mobilized per Week:	915
Use:	915 tickets per week for estimating budget

**Water Utility Locate Services
ARCADIS/BPA, JV Staff
AFTER HOURS**

Date	Actual
March 2009	72
April 2009	61
May 2009	52
June 2009	54
July 2009	35
Total:	274/21 (weeks) = 13
Average Tickets Mobilized per Week:	13
Use:	14 tickets per week for estimating budget

Task Order Template – End Result Project

**EXHIBIT B
TASK ORDER BILLING AND PAYMENT TERMS**

8 Payment Procedures.

8.1 General. City will not be obligated to pay Consultant any amount in addition to the Charges set forth in an applicable Task Order for Consultant's provision of the Services. Consultant Personnel hourly rates, reimbursable expenses and other compensable items under this Agreement and issued Task Orders are set forth on Exhibit A.1 Compensation.

8.2 Invoices. Consultant shall prepare and submit to City invoices for payment of all charges in accordance with the applicable Task Order. Each invoice shall be in such detail and in such format as City may reasonably require. To the extent not set forth in a Task Order, Consultant shall invoice City monthly for Services rendered.

8.3 Taxes. The Charges are inclusive of all taxes, levies, duties and assessments ("Taxes") of every nature due in connection with Consultant's performance of the Services. Consultant is responsible for payment of such Taxes to the appropriate governmental authority. If Consultant is refunded any Tax payments made relating to the Services, Consultant shall remit the amount of such refund to City within forty-five (45) days of receipt of the refund.

8.4 Maximum Amount. City shall not be obligated to pay any amount in excess of the Annual Maximum Payment Amount for all Services under all Task Orders, nor shall City be obligated to pay any amount in excess of a Task Order Maximum Payment Amount.

8.5 Payment. City shall endeavor to pay all undisputed Charges within thirty (30) days of the date of the receipt by City of a properly rendered and delivered invoice. Notwithstanding the forgoing, unless otherwise provided in the Task Order, all undisputed Charges on an invoice properly rendered and delivered shall be payable within forty-five (45) days of the date of receipt by City.

8.6 Disputed Charges. If City in good faith disputes any portion of an invoice, City may withhold such disputed amount and notify Consultant in writing of the basis for any dispute Within thirty (30) days of the later of: (a) receipt of the invoice; or (b) discovery of the basis for any such dispute. City and Consultant agree to use all reasonable commercial efforts to resolve any disputed amount in any invoice within thirty (30) days of the date City notifies Consultant of the disputed amount.

8.7 No Acceptance of Nonconforming Work. No payment of any invoice or any partial or entire use of the Services by City constitutes acceptance of any Services.

8.8 Payment of Other Persons. Prior to the issuance of final payment from City, Consultant shall certify to City in writing, in a form satisfactory to City, that all subcontractors, material men, suppliers and similar firms or persons engaged by Consultant in connection with this Agreement have been paid in full or will be paid in full utilizing the monies constituting final payment to Consultant.



CITY OF ATLANTA

SUITE 1700

55 TRINITY AVENUE, SW

ATLANTA, GA 30303

(404) 330-6010 Fax: (404) 658-7359

Internet Home Page: www.atlantaga.gov

Shirley Franklin
Mayor

OFFICE OF CONTRACT COMPLIANCE

Hubert Owens

Director

howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer
Department of Procurement

FROM: Hubert Owens, Director
Mayor's Office of Contract Compliance

RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**

DATE: June 3, 2009

The Office of Contract Compliance has reviewed the thirteen (13) proposals for minority and female business enterprise participation. All thirteen proponents have been deemed responsive by the Office of Contract Compliance. For your information, they have committed to utilize AABEs, HBES, ABE, NABE and FBEs as indicated below:

Jacobs, Prad Group/PBS & J a JV		(15 pts.)
Prad Group, Inc.	AABE	32%
McKissack & McKissack	AABE	3%
Street Smarts	FBE	4%
JAT Consulting Services, Inc.	FBE	1%
Smith Real Estate Services, Inc.	AABE	1%
Willmer Engineering, Inc.	FBE	2%
TCG Consulting, Inc.	AABE	.25%
Edwards-Pitman Environmental, Inc.	FBE	.75%
Richard Wittschiebe Hand	FBE	.1%
Participation Total		44%

Prime Engineering, Inc./Chester Engineering a JV		(15 pts.)
Accura Engineering	ABE	2%
Chester Engineers	AABE	30%
Costing Services Group	FBE	2%
Smith Real Estate, Inc.	AABE	2%
Sycamore Consulting	FBE	2%
TechMap	FBE	2%
Participation Total		40%

MEMORANDUM

TO: Adam L. Smith
FROM: Hubert Owens
RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**
DATE: **June 3, 2009**
PAGE: 2

BGR a JV		(15 pts.)
Rohadfox Construction Control Services Corp.	AABE	21%
Turner Associates Architects & Planners	AABE	10%
Metals & Materials Engineers, LLC	AABE	5%
Street Smart, Inc.	FBE	3%
Moonshowers, Inc.	FBE	1%
TCG Consulting, Inc.	FBE	1%
Participation Total		41%

Strategic Team Concepts, LLC		(15 pts.)
Civil Services, Inc.	AABE	20%
LCW Engineering	AABE	8%
Logical Integrations, Inc.	AABE	1%
D. Clark Harris, Inc.	FBE	1%
Middleton House, Inc.	FBE	1%
Soils and Environmental Testing Services, Inc. (SETS)	AABE	12%
Smith Real Estate Services, Inc.	AABE	10%
Intouch Telecommunications, Inc.	AABE	1%
Edwards-Pitman Environmental, Inc.	FBE	1%
Southeastern Engineering, Inc.	FBE	6%
TCG Consulting	FBE	1%
Participation Total		62%

Citywide Infrastructure Providers		(15 pts.)
Williams-Russell & Johnson, Inc.	AABE	23%
Corporate Environmental Risk Management, LLC (CERM)	AABE	16%
Smith Real Estate Services	FBE	2%
Neil Engineering, Inc.	ABE	2%
Southeastern Engineering, Inc.	FBE	2%
OLH & Associates	AABE	2%
D. Clark Harris	FBE	2%
TPM Services	FBE	1%
Desmear Systems	AABE	1%
Full Circle Communications	AABE	1%
Participation Total		52%

Arcadis/BPA a JV		(15 pts.)
Brindley Pieters	AABE	40%
Smith Real Estate Services, Inc.	AABE	3%
Willmer Engineering, Inc.	FBE	2%
Planners for Environmental Quality, Inc.	AABE	2%
Rossini Architects	FBE	2%
Agility Surveying	AABE	2%
Edwards-Pitman Environmental, Inc.	FBE	2%
Harris + Smith	AABE	2%
Participation Total		55%

MEMORANDUM

TO: Adam L. Smith
 FROM: Hubert Owens
 RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**
 DATE: **June 3, 2009**
 PAGE: 5

AECOM/H.J. Russell & Company a JV		(15 pts.)
H.J. Russell & Company	AABE	15%
MHR International	AABE	12%
Grice & Associates	AABE	5%
Stanley, Love-Stanley, P.C.	FBE	2%
Street Smarts	FBE	3%
Moonshowers, Inc.	FBE	1%
John Wright & Associates, LLC	AABE	3%
Edwards-Pitman Environmental, Inc.	FBE	33%
Participation Total		41.3%

MA-HMM Gude, a JV		(15 pts.)
Accura Engineering	ABE	2%
Desmear Systems	AABE	1%
Full Circle Communications	FBE	1%
Gude Management Group	AABE	20%
Harris + Smith	AABE	4%
J&A Engineering	HBE	.5%
Kennedy Engineering & Associates	FBE	2%
Louah Design Group, Inc.	AABE	2%
Photogrammetric Science	ABE	.5%
Southeastern Engineering, Inc.	FBE	2%
Sykes Consulting	AABE	2%
Turner Associates	AABE	1%
Participation Total		38%

Atlanta Services Group		(15 pts.)
Beyondsites, Inc.	AABE	1%
Contente Consulting, Inc.	FBE	.5%
DW and Associates	AABE	.5%
Edwards-Pitman Environmental, Inc.	FBE	1%
Full Circle Communications, Inc	FBE	.5%
JAT Consulting Services, Inc.	FBE	1%
Lemongrass Consulting, Inc.	FBE	1%
Q Solutions, Inc.	FBE	1%
S.L. King Technologies	FBE	4%
Sykes Consulting, Inc.	AABE	1%
Transportation Systems Design, Inc.	FBE	3%
Upbuild Design, LLC	FBE	1.5%
Willmer Engineering, Inc.	FBE	1%
Engineering Design Technologies, Inc.	AABE	26%
S.L. King & Associates	AABE	26%
Participation Total		69%

MEMORANDUM

TO: Adam L. Smith
FROM: Hubert Owens
RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**
DATE: **June 3, 2009**
PAGE: 4

Brown & Caldwell/Delon Hampton and Associates (BC/DHA) a JV (15 pts.)

Delon Hampton & Associates	AABE	33%
Long Engineering	FBE	10%
Red Bridge Consulting, Inc.	AABE	3%
The Collaborative Firm	AABE	2%
Beyondsites, Inc.	AABE	1%
The Architecture Group	FBE	5%
Smith Real Estate Services	AABE	1%
Participation Total		55%

Parsons/Cardozo Engineering a JV (15 pts.)

Cardozo Engineering, Inc.	FBE	26%
Ebony Glass and Mirror (EGM)	AABE	4%
Edwards-Pitman Environmental, Inc.	FBE	.25%
Full Circle Communications, Inc.	AABE	1%
Horace A. Alleyne & Associates	AABE	3%
Infrasite Management, Inc.	AABE	3%
Malvada Group, LLC	AABE	1%
MHR International, Inc.	AABE	3%
Multi-Energy Group, LLC	AABE	12%
Q-B Engineering, Inc.	HBE	3%
Smith Real Estate Services	AABE	1%
Street Smarts, Inc.	FBE	.25%
Participation Total		57.5%

Shaw-Benchmark a JV (15 pts.)

Lemongrass Consulting, Inc.	AABE	.5%
Moonshower	FBE	2%
Multi-Energy Group	AABE	3%
Street Smarts, Inc.	FBE	3%
Studio ALA, LLC	FBE	1%
BenchMark Management Services, LLC	AABE	28%
Edwards-Pitman Environmental, Inc.	FBE	1%
Full Circle Communications	AABE	.5%
Gude Management Group, LLC	AABE	2%
Harris + Smith	AABE	2.5%
Stellar Services	ABE	.5%
Participation Total		44%

MEMORANDUM

TO: Adam L. Smith
FROM: Hubert Owens
RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**
DATE: **June 3, 2009**
PAGE: 5

Total Solution Partners		(15 pts.)
Clarification & Mediation, Inc.	FBE	1%
TCG Consulting, Inc.	FBE	1%
Dragon Consulting Group	FBE	1%
Edwards-Pitman Environmental, Inc.	FBE	1%
LCW Engineering, Inc.	FBE	5%
Street Smarts	FBE	1%
<u>B&E Jackson & Associates, Inc.</u>	<u>AABE</u>	<u>33%</u>
Participation Total		43%

If you have questions, please contact me at (404) 330-6010 or Bruce T. Bell at (404) 330-6009.

cc: File
Anthony Stanley, DOP

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: City Utilities Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO ARCADIS/BINDLEY, PIETERS & ASSOCIATES, JOINT VENTURE, FOR FC-4906A, CITY-WIDE ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR WATER FACILITY LOCATING SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE MILLION FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,400,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER RENEWAL & EXTENSION FUND) 170408 (DWM DRINKING WATER ENGINEERING SERVICE) 5212001 (CONSULTING/PROFESSIONAL SERVICES) 4440000 (DISTRIBUTION); AND FOR OTHER PURPOSES.

Council Meeting Date: May 3, 2010

Requesting Dept.: Watershed Management

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: *The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.*

The purpose of this legislation is to request and approve a Task Order to perform Water Facility Locating Services in an amount not to exceed One Million Four Hundred Thousand Dollars and No Cents (\$1,400,000.00).

2. Please provide background information regarding this legislation.

Example: *The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.*

The purpose of this legislation is to authorize a Task Order to provide professional consulting services which are inclusive of a customary sanitary, civil, mechanical, electrical, architectural, control instrumentation, geotechnical and structural engineering; easement and real estate acquisition services, contract administration, inspection services, and incidentals thereof; and respond to Notices of Excavation (NOEs) issued by the Utilities Protection Center (UPC) by identifying and/or marking locations of City of Atlanta Department of Watershed Management Drinking Water service related underground facilities.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:** N/A
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:** Two (2) years with an option to renew for three (3), one (1) year periods.

4. Fund Account Center (Ex. Name and number): FDOA: 5052 (Water & Wastewater Renewal & Extension Fund).170408 (DWM Drinking Water Engineering Service).5212001 (Consulting/Professional Services).4440000 (Distribution).

Fund: _____ **Account:** _____ **Center:** _____

5. Source of Funds: Example: Local Assistance Grant: N/A

6. Fiscal Impact: This legislation will result in a reduction in the amount of One Million Four Hundred Thousand Dollars and No Cents (5052 (Water & Wastewater Renewal & Extension Fund). 170408 (DWM Drinking Water Engineering Service). 5212001 (Consulting/Professional Services). 4440000 (Distribution).

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery: N/A

Examples:

- a. Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.***
- b. Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.***

This Legislative Request Form Was Prepared By: Cynthia P. Brinkley, Contracting Officer, Sr., ext. 6096.

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: Chief of Staff

Dept.'s Legislative Liaison: _____ Maisha L. Wood _____

Contact Number: _____ (404) 330-6887 _____

Originating Department: _____ Department of Watershed Management _____
Committee(s) of Purview: _____ City Utilities Committee _____

Chief of Staff Deadline: _____ April 13, 2010 _____

Anticipated Committee Meeting Date(s): _____ April 27, 2010 _____

Anticipated Full Council Date: _____ May 3, 2010 _____

Legislative Counsel's Signature: _____
Theresa

Commissioner Signature: _____
Robert J. Hunter ^{SCP}

Chief Procurement Officer Signature: _____
Adell L. Smith

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED TO ARCADIS/BINDLEY, PIETERS & ASSOCIATES, JOINT VENTURE, FOR FC-4906A, CITY-WIDE ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR WATER FACILITY LOCATING SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE MILLION FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,400,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER RENEWAL & EXTENSION FUND) 170408 (DWM DRINKING WATER ENGINEERING SERVICE) 5212001 (CONSULTING/PROFESSIONAL SERVICES) 4440000 (DISTRIBUTION); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): \$1,400,000.00

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: 4.9.10 Reviewed by: _____
(date) (date)

Submitted to Council: _____ (date)

**DEPARTMENT OF PROCUREMENT
LEGISLATION SUMMARY**

TO: City Utilities Committee

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A TASK ORDER TO ARCADIS/BINDLEY, PIETERS & ASSOCIATES, JOINT VENTURE, FOR FC-4906A, CITY-WIDE ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR WATER FACILITY LOCATING SERVICES, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED ONE MILLION FOUR HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,400,000.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER RENEWAL & EXTENSION FUND) 170408 (DWM DRINKING WATER ENGINEERING SERVICE) 5212001 (CONSULTING/PROFESSIONAL SERVICES) 4440000 (DISTRIBUTION); AND FOR OTHER PURPOSES.

Committee Meeting Date:	April 27, 2010
Council Meeting Date:	May 3, 2010
Legislation Title:	FC-4906A, WATER FACILITY LOCATING SERVICES
Requesting Dept.:	Watershed Management
CONTRACT TYPE:	Professional Services
AWARDEES:	Arcadis/Brindley Pieters & Associates, a Joint Venture
SOURCE SELECTION:	Sealed RFP
PROPOSALS DUE:	May 6, 2009
INVITATIONS MAILED:	150
PROPOSALS RECEIVED:	14
PROPONENTS:	A E COM/ H. J. Russell, Joint Venture Arcadis /Brindley Pieters & Associates, Inc, Joint Venture Atlanta Services Group BGR Joint Venture Office Brown and Caldwell, Inc /Delon Hampton & Associates, Chartered, A Joint Venture Citywide Infrastructure Provider

Citywide Infrastructure Provider
JP2 (Jacobs, PRAD, PBS&J)
MA-HMM Gude, JV
Parsons-Cardozo Engineering, Joint Venture
Prime Engineering, Inc. and Chester Engineers, Joint Venture
Shaw-Benchmark, Joint Venture
Southern Right of Way
Strategic Team Concepts, LLC
Total Solution Partners

Contractor: Arcadis/Brindley Pieters & Associates, a Joint Venture

Estimated Value: \$ 1.400.000.00

Scope Summary: The purpose of this legislation is to authorize a Task Order to provide professional consulting services which are inclusive of a customary sanitary, civil, mechanical, electrical, architectural, control instrumentation, geotechnical and structural engineering; easement and real estate acquisition services, contract administration, inspection services and incidentals thereof; and respond to Notices of Excavation (NOEs) issued by the Utilities Protection Center (UPC) by identifying and/or marking locations of City of Atlanta Department of Watershed Management Drinking Water service related underground facilities.

BACKGROUND: Original executed on December 21, 2009, expired on December 20, 2012

EVALUATION TEAM COMPOSITION: DWM, OCC, DPW, LAW, OEMA, DPRCA

TERM OF CONTRACT: Two (2) years with an option to renew for three (3) one (1) year periods

FUND ACCOUNT CENTERS: N/A

PREPARED BY: Scott Binkley

CONTACT NUMBER: 404-330-6608